

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2011 – 0003

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: HR Handbook Update (New Topic) – Family and Medical Leave Act (FMLA)

Issue Date: April 12, 2011

The HR Handbook has been revised to contain a new section titled ‘FMLA’. This section contains the PowerPoint presentation from the FMLA Workshop, the Leave Tracking Sheet, the FMLA Checklist and General Circular #1126 dated October 8, 1993. As a reminder, you can access this information by going to www.civilservice.la.gov, select the Human Resources Professionals portal, select HR Handbook and scroll down to FMLA.

Please make this information available to all appropriate personnel, especially Agency Heads, Administrators and Undersecretaries.

If you have any questions or need assistance in finding this information on our website, please contact your agency’s Assistance Coordinator via email or at (225) 342-8274.

Sincerely,

s/Shannon S. Templet
Director